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ANNEX I - A.

REQUIREMENTS AND CONTROL STAFF (st/c)
OFFICE OF RESEARCH AND REPORTS

PRESENT ORGANIZATION AND FUNCTIONS
November 1952

OFFICE OF THE CHIEF

Chief
Deputy Chief (Vacant)
Special Assistant
Administrative Assistant

Functions: Coordinate special project requirements programs with AD/RR, basic requirements with Division Chief; Secretary of EIC Sub-Committee on Requirements and Facilities for Collection; Weekly meeting with OIC and Requirements Chiefs; Personnel; Budget; Orientation Course-ORR; Partial process of Evaluations; SO notices on unreliable sources; Film Notices; Monthly Report; Mail control and dissemination for Office of Chief and Requirements Branch; Files for Office of Chief and Requirements Branch.

CONTROL BRANCHOFFICE OF THE CHIEF
Chief

25X1A

Functions: ORR member of CIA Document Procurement Committee; Records Management & Vital Materials Officer; Top Secret Control Officer; Mail and messenger service for ORR; Process publications, purchase requests and reproduction costs; Rite and autostat machines for ORR

REQUIREMENTS BRANCH

Chief
Operational Liaison Officer
Requirements Analysts (1 Vacant)
Typists

25X1A

Functions: Chief attends weekly meeting with OIC and Requirements Chiefs; read and route incoming requests for requirements, prepare draft requirements when possible; review draft requirements and prepare coordinated final requirement; read and route information copies of collection requirements of other agencies; issue guide-type requirements; conduct certain special programs; arrange operational liaison

SERVICES SECTION

Chief
Assistant Chief

25X1A

Functions: Read and route replies to specific requirements, requests for evaluations; obtain loan documents, cables, translations; control and disseminate Trade Fair material on loan from Commerce; maintain three files of COD control cards, 1 by control number to show ORR distribution, 1 by source, and 1 by control number to show final ORR disposition of the document

READING PANEL

Chief
Assistant Chief
Cable Readers
Publications Reader
Document Readers
Top Secret Reader
Cable Clerk
Mail Clerks

25X1A

Functions: Read and route all material except replies to specific requirements; liaison with ORR analysts and Requirements analysts in order to keep informed on requirements; partial processing of evaluations; read and route cables

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Security Information

ANNEX I - B.

**REQUIREMENTS AND CONTROL STAFF (St/C)
OFFICE OF RESEARCH AND REPORTS**

RECOMMENDED ORGANIZATION AND FUNCTIONS

